

# TCOLE SIMPLIFIED

On **Thursday, December 11, 2014**, the Central Texas Council of Governments (CTCOG) will be hosting a “TCOLE Simplified Workshop” at their facility at 2180 N. Main, Belton, Texas 76513. The training will be **09:00am until 3:00pm**, with a break for lunch. The workshop is **FREE**.

The workshop will be instructed by TCOLE Field Agents Carey McKinney and Jim Clifton and is intended to assist Agency Heads, Administrators, Human Resources Personnel, Training Coordinators, Training Managers, Supervisors, and Staff Personnel. The emphasis will be interpretation and implementation of TCOLE Rules and Regulations and Chapter 1701 of the Occupations Code. The class will focus mainly on documentation of minimum employment standards and certification, along with documentation requirements and best practices in the hiring process. The class material is designed to cover the employment process.

Personnel (with PID#) who register and attend the entire workshop will be eligible for 5-hours of TCOLE training credit. **Official ID** is required at sign-in (8 to 9am) & for credit. Attendance will be limited, to first-come first-served, so register early.

## **TO REGISTER:**

Go to <http://ctcog.org/regional-planning/criminal-justice/training-classes>.

Attendees may want to bring a (*November 01, 2014*) copy of TCOLE Rules and statute T.O.C. 1701, available at: <http://www.tcole.texas.gov/content/commission-rules> (then click the link: click [here](#) for the TCOLE Rules Handbook)

For further information, please contact Jerry Muhamet at CTCOG (254) 770-2365 / email: [jerry.muhamet@ctcog.org](mailto:jerry.muhamet@ctcog.org) or TCOLE Field Agent Jim Clifton at (512) 750-6370.